21. Set Up/Maintain City Codes

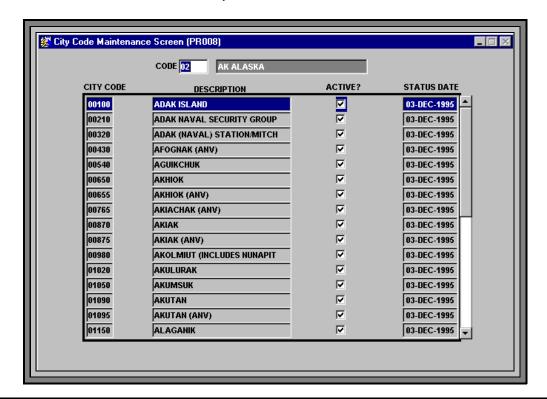|		
21.1	**Introduction**	This procedure describes how to set up and maintain the valid city codes for each state or country code. The city code data is entered via the CSPS "City Code Maintenance Screen" (PR008).
21.2	**Who Performs the Procedure**	Designated procurement personnel will be responsible for entering and maintaining the city code information.
21.3	**Initiating the Process**	City code information is entered when new city codes need to be established or existing city codes need to be changed.
21.4	**Accessing the System**	From the Main Menu, select Maintenance. From the Maintenance menu, select Procurement. From the Procurement menu, select "PR008 - Maintain City Codes". Follow the steps below for PR008.

21.5 **Creating a New** This procedure describes the steps necessary to create and
City Code. activate a new city code.

PR008 - City Code Maintenance Screen

STEP	ACTION
1.	Select the **CODE** (i.e., state or country) in the upper control area for which you intend to create a new city code. Note: To select a **CODE**, place the cursor in the **CODE** field or **CODE** description (i.e., state or country name) and use the "down" and "up" arrows on the toolbar or on the keyboard to scroll through the codes in the system. The "query" icons in the toolbar can also be used to identify a subset of codes. Note: Verify that the city code that is being created does not already exist in the system. To do this, enter a query for the city code that is being created.
2.	Place the cursor on any **CITY CODE** field in the lower control block (i.e., **CITY CODE**, **DESCRIPTION**, etc.). Click the "Create Record" icon on the toolbar (i.e., the "green plus" icon). A blank record will be created.

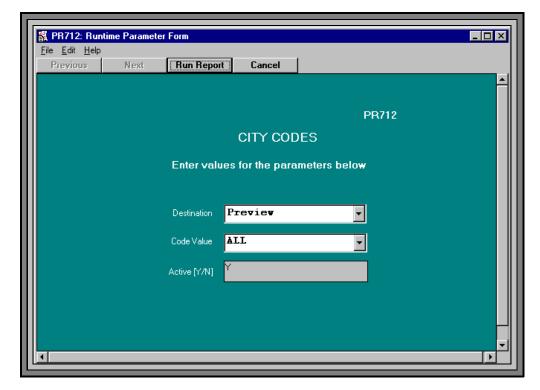| STEP	ACTION
3.	In the **CITY CODE** field, enter the new valid city code for the associated state code.
4.	In the **DESCRIPTION** field, enter the description of the new city code.
5.	In the **ACTIVE** field, click the field using the mouse or press the space bar to make the city code active and available for use. If the city code should be inactive, leave this field blank.
6.	The **STATUS DATE** field reflects the date in which the record has been most recently activated or deactivated.

21.6   **Querying a State Code.**   This procedure describes the steps necessary to query and display one or more state codes.

STEP	ACTION
1.	Place the cursor in the **CODE** field or **CODE** description field (i.e. the upper control block or **CITY CODE** field (i.e. the lower control block) and click the "Enter Query" icon in the toolbar. To retrieve all records in the system, do not enter data in any of the fields. To retrieve only a single code, double click on the **CODE** field and a list-of-values identifying all **CODES** will appear. Select the applicable **CODE** and click "OK". To retrieve only a subset of records, enter the relevant information in the applicable fields to narrow the search. The '%' character can be used in most fields as a wildcard character. For example, to query all records that include an 'r', type %r%.
2.	Click the "Execute Query" icon on the toolbar to execute the query. The system will retrieve all codes (and the corresponding code values) meeting the specified criteria.
3.	Use the "down" and "up" arrows on the toolbar or on the keyboard to view the retrieved **CODES**. To view the **CITY CODES** associated with a **CODE**, place the cursor on any **CITY CODE** field (i.e., **CITY CODE**, **DESCRIPTION**, etc.) and use the "down" and "up" arrows on the toolbar or keyboard to scroll through the data.

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21.7 **Printing (Running) the City Codes Report** This procedure describes the steps necessary to run the "PR712 - City Codes Report".

PR712 - Runtime Parameter Form (City Codes)

STEP	ACTION
1.	To run the "PR712 - City Codes Report",
	a. Click the "Printer" icon on the toolbar while the City Code Maintenance Screen (PR008) window is open and active,
	or
	b. From the Main Menu, select Reports. From the Reports menu, select Procurement. From the Procurement menu, select "PR712 - City Codes".

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STEP	ACTION
PR712: Runtime Parameter Form	
2.	To select the destination of the report, click the pull down menu in the **DESTINATION** field and select the appropriate destination: a. To view the report on the screen, select "Screen". b. To send the report to a specific file, select "File". c. To send the report to the printer, select "Printer". d. To send the report to a mail file, select "Mail". e. To view the report on the screen, select "Preview". After selecting the destination, go to Step 3.
3.	To select the code value for the report, click the pull down menu in the **CODE VALUE** field and select the appropriate code value. Note: To run a report for all code type's, select "All".
4.	To generate reports that contain records with the active flag set to "Y", type a "Y" in the **ACTIVE (Y/N)** field. To generate reports that contain records with the active flag set to "N", type a "N" in the **ACTIVE (Y/N)** field. Note: This field is not required and will generated reports that contain records of both active flag types if it is left blank.
5.	Click the "RUN REPORT" pushbutton to execute the selection made. Proceed to Step 7.
6.	Click the "CANCEL" pushbutton to cancel the report selections made. Note: Upon clicking the "CANCEL" button the Runtime Parameter Form will close and exit the user to the last active screen.

STEP	ACTION	
	IF...	**THEN...**
7.	The destination selected is "Screen" or "Preview"... and The "RUN REPORT" pushbutton is clicked...	a. To go to the next page of the report, click the "NEXT" pushbutton. b. To go to the previous page of the report, click the "PREV" pushbutton. c. To go to the last page of the report, click the "LAST" pushbutton. d. To go to the first page of the report, click the "FIRST" pushbutton. e. To go to a specific page of the report, enter the page number and then click the "PAGE" pushbutton. f. To print the report, click the "PRINT" pushbutton. g. To send the report to a mail file, click the "MAIL" pushbutton. This functionality is currently not available. h. To close the report, click the "CLOSE" pushbutton. i. To open a second report window, click the "NEW" pushbutton.